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Spotlight

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FOCUS ON FEORP

DCASR Efforts Underway

Targeted recruitment as called for in the Federal Equal Opportunity Recruitment Program (FEORP) is taking place out in the field. The Defense Contract Administration Services Region, Boston (DCASR) recently seeking to fill some sixty Accounting Technician and Voucher Examiner positions in its Directorate of Systems and Financial Management outlined its recruitment strategies.

With its FEORP commitments and responsibilities in mind, DCASR targeted its recruitment efforts toward attracting qualified or qualifiable minority and female candidates for these positions.

As a prelude to the actual recruiting activities, staff from DCASR's Civilian Personnel Office, EEO office and the Director of Systems and Financial Management met with OPM's Boston Area Office to discuss the anticipated vacancies, the status of existing registers, the opening and closing dates of the applicable registers, and testing schedules.

After this meeting they arranged for a two-week "flash" opening of the register for Voucher Examiner, Accounting Technician, Data Input Clerk, and Research Clerk.

Next in line of the recruiting activities came a series of advertisements which were placed in major newspapers of the city and in two Black-oriented papers, one Hispanic paper, and another in a weekly paper within a large minority community. The advertisements carried information on the types of positions available, facts about the agency itself, and a contact telephone number for further information about OPM testing procedures. Radio spot announcements were aired on stations with a large minority listening audience.

Staff from the Civilian Personnel office were trained to provide uniform information to callers before they were stationed at designated telephones.

Potential candidates (applicants) received a fact sheet which told them something about the organization and about the jobs. This was distributed along with specific details on taking the test.

DCASR also took stock of which minority organizations had been helpful in recruitment efforts and contacted those which had been fruitful in the past. These organizations were provided with specific information on the jobs.

Dates for testing were determined and held at the OPM office and at the DCASR facility. In one instance a test was given to a group of approximately 25 Hispanic students from a adult education class in business skills.

These targeted recruitment efforts are not all that DCASR did. They went so far as to send staff persons familiar with the local minority communities into those communities to solicit potential applicants. They went to a variety of gathering places. The EEO staff made personal visits to participating community agencies to explain in detail the procedures and job requirements.

As a result of these recruiting efforts, some 800 applications were received. Fifteen percent of the applicant flow represented minorities. Many lessons for future recruiting effort were learned and for more information on this, write DCASR, Boston, 666 Summer St., Boston, Mass. 02210.

Monitoring FEORP

The Office of Personnel Management's Office of Affirmative Employment Programs in recent weeks has reviewed some 32 headquarters agency Federal Equal Opportunity Recruitment Program Plans.

Preliminary findings show that by October 1, 1980: all plans had been received which included 9 Cabinet level, 9 regulatory (including OPM and EEOC), and 14 other independent establishments. Nearly a third of the plans reviewed were deficient in all categories; a third met all requirements, and the remaining third were deficient in one or more plan elements.

Generally, the plan reviews revealed that those agencies which applied techniques and plan structures similar to those used prior to the Civil Service Reform Act and the Reorganization had better plans showing specificity and accountability for program implementation.

Nine departments and/or agencies were selected for onsite visits to look further into agency implementation of the program. Staff

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VOS Contract Signed

Office of Personnel Management Director Alan K. Campbell announced recently that four Federal agencies have jointly contracted with the Vacancy Outreach Service (VOS) of Arlington, Virginia, for help in recruiting Hispanics for Federal service.

This effort is directly related to the Federal Equal Opportunity Recruitment Program (FEORP), one of the provisions of the Civil Service Reform Act of 1978, and sponsored by Congressman Robert Garcia (D.-N.Y.).

The Federal agencies involved in this project are the Departments of Health and Human Services, Commerce, Housing and Urban Development and the Office of Personnel Management. OPM is playing a coordinating role and expects other departments and agencies to join in the effort soon.

VOS is the service arm of National Image, Inc., a national Hispanic association with more than 100 chapters in 50 States, the District of Columbia and Puerto Rico. VOS will provide qualified referrals to OPM and the contracting agencies in response to specific job openings. VOS presently maintains a talent bank of approximately 1,000 applicants which will initially be used as a targeted referral source to meet agency requests. The talent bank will be expanded as the contract progresses.

Referring to the contract, Director Campbell said: "This collaborative effort is a concrete example of our determination to improve employment opportunities for women and minorities in the Federal sector. We not only expect other agencies to join in this effort but that they will proceed with similar projects to reach other minority and women candidates, now that the necessary planning stage is over."

Current statistics indicate that Hispanics constitute only 3.9 percent of Government employees

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Visiting Executives Program

In cooperation with the Office of Personnel Management and the Department of Education, the American Council on Education is coordinating a new exchange program for senior managers from Federal agencies and from colleges and universities. The Visiting Executives Program provides an individually-tailored three-month experience on campus for Federal administrators and a similar period in Government agencies for those from higher education.

Federal participants are GS-15s and above and from academia, participants are presidents, chancellors, vice presidents, and deans. Agencies and institutions can participate by nominating an administrator, volunteering to receive one, or both.

The overall program goal is improvement of understanding and cooperation between Government and higher education. Too, the experience presents an excellent professional development opportunity for the individuals involved. Similarly, both the agencies and the institutions which elect to receive a Visiting Executive benefit from working closely with an expert from the other sector.

Questions and requests for additional information should be directed to John B. Bennett, Director, Visiting Executives Program, American Council on Education, One Dupont Circle, Washington, D.C. 20036. The telephone number is (202) 833-4761.

IYDP–1981

The calendar year 1981 has been proclaimed the International Year of Disabled Persons (IYDP) by the United Nations General Assembly. In conjunction with the United States participation in this effort, two organizations have been established: 1) the U.S. Council for the IYDP composed of representatives from the private sector—industry, labor, and nonprofit organizations: and 2) the Interagency Committee for the IDYP composed of Federal agencies.

One of the objectives set by the Interagency Committee for the IDYP calls for each agency to establish an Intraagency Committee for IYDP.

VRA Update

On July 11, 1979, OPM issued a revised FPM Chapter 307, Veterans Readjustment Appointments. Among other things, the Chapter requires that agencies must prepare a written education/training plan for each individual hired by means of the Veterans Readjustment Appointment (VRA) Program. This plan must include the address and telephone number of the nearest Veterans Administration facility where the veteran can obtain educational and vocational counseling services.

A recent nationwide spotcheck of agencies revealed that most agencies are providing the information about the availability of VA services. However, some agencies are not providing this required information.

The VRA program, as the name implies, is intended to provide eligible veterans with training and employment during a transition

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MONITORING *continued*

were particularly interested in looking into how the agencies:

— determined program development process, including involvement of EEO staff and Special Emphasis Program Managers;

— determined or assessed resources devoted to program; established where program accountability rests.

These meetings also addressed the relationship between FEORP and Upward Mobility Program plans; specific information about actual targeted recruitment efforts internally and externally; problems encountered in program implementation; the collection of race/ethnic data; and, the impact of labor/management agreements among others.

Similar activities are being carried out by OPM's ten regional offices although not necessarily in the same agencies as in headquarters.

Selection of agency plans for review is cyclical in nature. Over a period of several years all agency FEORP plans will have been reviewed.

Information from the plan reviews and onsite visits along with formal agency year-end FEORP reports (due November 21) will establish the data needed for OPM's annual report to the Congress due January 31, 1981.

Future issues of SPOTLIGHT will carry feature stories on agency programs which have been determined to be exemplary or use unique recruiting methods.

Spotlight

Editor: Ed Shell

The Director of the United States of America Office of Personnel Management has determined that the publication of this periodical is necessary in the transaction of public business required by law of this agency. Use of funds for printing this periodical has been approved by the Director, Office of Management and Budget through May 30, 1982.

VOS *continued*

while comprising 8 percent of the population.

The initial value of the contract is some $400,000 but is expected to grow as more agencies participate. VOS will be paid based on the number of qualified referrals made.

The contract was signed at OPM as part of the ceremonies commemorating Hispanic Heritage Week proclaimed by President Carter for September 14 to 20.

For more information on this project, contact Hispanic Employment Program Office, Office of Affirmative Employment Programs, U.S. Office of Personnel Management, 1900 E St., N.W., Room 7536, Washington, D.C. 20415.

New Publication on Military Retirees

"Military Retirees in Federal Employment: Questions and Answers Impacting on Retired Military Personnel in Federal Service," covers important changes incorporated in Public Law 95-454 (Civil Service Reform Act of 1978) that affect military retirees in Federal service and answers frequently asked questions relating to Federal employment for retired military personnel.

Federal agencies may receive copies by riding OPM's printing requistion number 80-560 before November 5, 1980. Agencies should complete a Standard Form 1 and submit it to the Government Printing Office. OPM will not stock copies for distribution to agencies, but has requested the Superintendent of Documents, GPO, to stock this publication for sale. The number of the publication is OAEP/VEP-9/80, EV-4, 1980.

VRA *continued*

period. Counseling then is an essential element of each veteran's developmental program. Such counseling must be provided by an appropriate person in each agency and if necessary by the VA. Appendix A of FPM Chapter 307 illustrates how the location and telephone number of the nearest VA facility are to be incorporated into each VRA training agreement. Special Emphasis Program Coordinators must ensure that all VRA program appointees are provided this information.

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New Guide to Fed. Employment

Persons seeking to enter Federal employment or Federal employees seeking promotion will be interested in the fourth edition (1980) of "How to Get a Federal Job and Advance," by David E. Waelde and published by FEDHELP PUBLICATIONS.

The unique guide contains many helpful features including step-by-step instructions on preparing an application. The information in this guide is comprehensive and up-to-date. Chapter headings include in part:

— Considering Federal Employment: Pros and Cons
— Basics of Federal Employment
— Selecting an Occupation
— Thru the Maze of OPM Announcements
— Advancing Your Federal Career
— Applying for a Specific Federal Job

The author, David Waelde, is a former senior Federal official with experience in the selection and promotion of Federal employees.

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VRA *continued*

VRA Program Eligibility Requirements

The veteran:

A must have served more than 180 consecutive days (except for disabled veterans) active military duty — "6 months" reservists or national guard trainees are excluded from VRA appointments
B must have served between August 5, 1964 and May 7, 1975, for at least one day during this period, which is the "Vietnam Era"
C must have (except for service-connected disabled Vietnam era veterans) completed no more than 14 years of education
D must be separated with other than a dishonorable discharge (unless "DD" was later upgraded)
E must be appointed to a position at grades GS-1 through GS-7, WG-1 through WG-7, or to positions in other pay systems not to exceed the entrance rate for WG-8
F must agree to take an approved program of education and/or training while working
G must be appointed prior to September 30, 1981, under current statutory authority
H must be converted to career of career-conditional within 30 days after completion of 2 years of substantially continuous service under a VRA provided that performance has been satisfactory to include completion of the training or educational program.

Appointment Information

Appointment Authority	Personnel Action Code and Nature of Action	References
Reg 307.103	176 Veterans Readjustment Appointment	—Veterans Readjustment-Questions and Answers, EV-1. —FPM Letter 307-13 —CSC Bulletin 307-14 —FPM Chapter 307 —FPM Supplement 296-31
Reg 315 703b	501 Conversion to Career appointment -or- 511 Conversion to Career-Conditional Appointment	

Statistics

A. Nearly 16,000 appointments were made in FY 1979 (up 22 percent over FY 1978 and the highest number since 1975).
B. 41 percent of the appointments went to minorities and 10 percent to women.

For more information contact the Veterans Employment Program, OPM, Room 6H35, 1900 E St., NW, Washington, D.C. 20415, telephone (202) 254-3058.

NEW GUIDE *continued*

The book is available by mail only and has an unconditional money-back guarantee. The book is $9.95 which includes shipping cost. Order from FEDHELP, P.O. Box 9004A, Washington, D.C. 20003.

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